

## **City of Baltimore Development Corporation (BDC)**

### **Position Description**

**Position Title: Director of Foreign Trade Zone #74**

**Reports to: Senior Director of Business Development**

### **Open Until Filled**

The Baltimore Development Corporation (BDC) is the economic development agency for the City of Baltimore. Our mission is to grow the city's economy in an inclusive manner by retaining, expanding and attracting businesses and promoting investment, thereby increasing career opportunities for residents.

BDC is committed to a more equitable economy by supporting minority and women-owned businesses and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy.

The BDC is seeking a full-time Foreign-Trade Zone (FTZ) #74 Director to assist clients in the application, activation, and operation of a foreign trade zone in order to expedite the flow of merchandise, improve compliance with U.S. Customs and Border Protection (CBP) regulations, and reduce import costs. The Director will need to have knowledge and understanding, or obtain training and education, regarding the Foreign Trade Board and U.S. Customs and Border Protection (CBP) regulations, and how they apply to and impact the FTZ operations. Position responsibilities include management, administration and marketing of the foreign trade zone within FTZ#74's service area. Director works with BDC to incorporate FTZ efforts in BDC's overall economic development mission. Director works with and reports to the Senior Director of Business Development.

Job duties are subject to change as directed by management.

### **Job duties Include:**

#### **1) Administration and management**

- FTZ Board:
  - Prepare/submit applications and obtain approval required for modification, expansion, and Subzones to the FTZ Board. Submit to the FTZ Board FTZ#74's Zone Schedule and required standard documents i.e. Grantee/Operator Agreements, Procedure Manuals, Guidelines, etc.
  - Prepare and submit applications for activation and deactivation of zones to CBP.
  - Compile and submit necessary reports to the FTZ Board on FTZ#74 activities.

- FTZ Operators
  - Act as a liaison between FTZ#74 operators/users and regulators such as the FTZ Board, CBP, and other government entities at the local, state and federal level.
  - Monitor and assist FTZ#74 operators and users in complying with the FTZ Board/ CBP rules and regulations, and individual operators' Procedure Manuals.
  - Assist FTZ#74 operators/users with CBP audits and spot checks.
  - Conduct compliance reviews when necessary.
  - Monitor national FTZ developments to advise Grantee (BDC), FTZ#74 operators/ users and local CBP of any necessary or appropriate changes or updates.
  - Manage, track and maintain communication with all FTZ#74 operators/ users. Maintain and manage all FTZ#74 documentation, maintain up to date information re FTZ#74 operators. Oversee the invoicing and collection of fees related to the FTZ #74.

## 2) Marketing of Zone – FTZ

- All FTZ marketing will be coordinated with BDC's marketing team. Responsible for marketing and public relations within FTZ#74's service area – seven jurisdictions in the State of Maryland: Baltimore City, Anne Arundel County, Baltimore County, Harford County, Cecil County, Howard County, Queen Anne's County. Work closely with the State of Maryland Department of Commerce and the Maryland Port Administration (MPA) to identify opportunities to promote and expand usage of the FTZ. Conduct FTZ presentations before civic, municipal, trade organizations and private bodies/groups.
- Participate in FTZ and trade-related organizations, committees and activities.
- Develop, coordinate and maintain effective relationships with service area's economic development organizations, especially BDC staff, to identify and ensure clients have access to maximum FTZ benefits.
- Compose correspondence and related reports and assist in coordinating press releases and public relations events.

## 3) Business Assistance/Retention/ Attraction – FTZ

- Serve as liaison between business, jurisdiction's economic development organization and other business assistance resources to complete projects in FTZ#74. Refer businesses to appropriate local, state, federal, or private resources when necessary.
- Develop and maintain effective relationships with business and public sector agencies to identify and attract new manufacturing and FTZ business prospects; researches FTZ trends.
- Maintain a system of responsive follow-up with the client as the main point of contact through transaction closure.
- Work with BDC's Business Development Team to assist business/developer in Baltimore City to comply with city's policies regarding land use, code and related standards; facilitates processing of applications, permits and associated documentation.

#### 4) Strategic Planning – FTZ

- Understand the existing ecosystem of support for the FTZ not just in Baltimore but across the state and region, identify the gaps in support and make recommendations to leadership on a strategy to fill those gaps including shifts in practice, new programs or policy.
- Assist Senior Director of Business Development in developing strategies to implement projects assigned to team.

**Knowledge, Skills and Abilities:** Knowledge and understanding, or be willing to obtain training and education, regarding the Foreign Trade Board and U.S. Customs and Border Protection (CBP) regulations, and how they apply to and impact the FTZ operations. Ability to establish and maintain effective working relationships with representatives from the City, State and Federal government, businesses, and community.

Demonstrates strong communication skills; is articulate in all situations. Skilled in presentation delivery before small and large groups; able to persuasively communicate complicated business issues, both orally and in writing. Demonstrates strong writing skill. Proven project management experience with positive track record and results are required.

Ability to work within a team environment with positive attitude is essential. Ability to perform effectively under stress and pressure despite changing responsibilities and priorities, demonstrating good judgment and a high level of maturity.

**Education and Experience Requirements:** Candidate must have a degree in a relevant field from an accredited college or university and minimum of 5 years of experience in public or private economic development and/or international trade and/or logistics experience or an equivalent combination of education and experience.

**Additional requirements:** Applicant must have their own transportation or access to transportation to meet with clients and various off-site meetings. This is a salaried, benefited, at-will position and work is performed as required to complete assigned projects, and may require extended hours beyond a conventional workweek.

**Salary and Benefits:** Salary will be commensurate with experience and qualifications. BDC also offers a full package of benefits including: paid sick, personal and vacation leave; subsidized medical/dental with Health Savings Account; 403(b) retirement with employer matching; parking/transit subsidy; mobile phone reimbursement; and other benefits.

**Application and selection process:** Candidates should submit a cover letter explaining their interest in the position, fit to the job duties/ qualifications and a resume as email attachments to Nancy Jordan-Howard at [nhoward@baltimoredevelopment.com](mailto:nhoward@baltimoredevelopment.com) . In the subject line of the email indicate “Director of FTZ#74.”

Candidates can also learn about us by visiting our website at <http://baltimoredevelopment.com/> BDC is an Equal Opportunity Employer committed to a more equitable economy through employment, supporting minority and women-owned businesses and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy.

BDC does not and shall not **discriminate** on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.